

Programación de Citas de Grupo

Antes de solicitar una cita de grupo, cada miembro deberá completar el formulario DS-160 y cancelar la tarifa respectiva para el tipo de visa a solicitar.

[El coordinador del grupo \(CG\)](http://www.ustraveldocs.com/nies/) debe utilizar su perfil de usuario para ingresar al sistema de citas en línea en <http://www.ustraveldocs.com/nies/>

El CG debe presionar el botón “**Group Scheduling Request**” Seguidamente se deberá completar todos los campos en el formulario que aparecerá en una nueva ventana.

The screenshot shows a web form titled "Group Scheduling Request". On the left, there is a navigation menu with the following options: "Schedule Appointment", "Group Scheduling Request" (highlighted in red), "Provide Feedback", "Update Profile", and "Logout". The main form contains the following fields:

- Group Name*: Nigeria Marching Band
- Date of Travel*: 08/29/2012
- Reason for Travel*: Festival parade
- Local Contact Name*: Dick Turpin
- Local Contact Phone*: 111 222-3333
- Complete US Street Address*: 1234 Elm
- US Contact Name*: May C. Day
- US Contact Email Address*: MCDAY@hotmail.com
- US Contact Phone*: (333) 333-3333
- Number of Appointments Needed*: 20
- Visa Category*: KYIV - Group - KYIV/All Others
- Visa Class*: B1/B2
- Upload Attachment: Put attachments here [Browse...]

At the bottom of the form is a blue "Submit" button.

Por favor tenga en cuenta que el coordinador del grupo puede adjuntar documentos de apoyo en los formatos word o pdf. Esta opción está al final del formulario, en el campo “**Upload Attachment**”.

Después de haber completado el formulario, el GC debe presionar el botón “**Submit**”. Al hacerlo, se enviará una solicitud automática al Consulado. Se mostrará la siguiente pantalla:



Luego, el CG debe esperar que el Consulado apruebe la solicitud. Una vez que la solicitud es aprobada, el CG recibirá un correo con instrucciones para ingresar nuevamente al sistema de citas en línea. Ejemplo de correo a recibir:

"Force.com Sandbox

Dear Steve Coffman,

Thank you for contacting the U.S. Embassy/Consulate. Your Group appointment request is approved and is valid until 1/26/2012.

To book your appointment, go to the U.S. visa services website at www.ustraveldocs.com, choose your country and then click the green "APPLY NOW" button on the right side of the page. The online instructions will guide you through your application. Please note that the website will not allow you to schedule an Group appointment if you have not already paid your MRV fee. Be sure to have your paid receipt number available when scheduling.

Please find the description for Approval :

Thank you,
The U.S. Embassy/Consulate

***Important: Please do not reply to this email. This mailbox is not set up to receive email."

Una vez que el CG haya ingresado al sistema de citas en línea y presionado el botón "Schedule Group Appointment", observará la siguiente pantalla:



Se debe presionar el botón “Continue” y se verá la siguiente pantalla:

Ahora, deberá presionar el botón “Add Dependent” y una ventana emergente aparecerá.

Complete el formulario sin dejar **ningún campo vacío**, presione el botón “Save”, y haga lo mismo para cada miembro del grupo. Una vez que haya finalizado, se mostrará el detalle de cada miembro del grupo.

Ahora, presione el botón “Continue”. Al hacer esto, usted verá la página donde se debe ingresar el número de referencia del recibo de pago para cada miembro del grupo.

Después de seleccionar la hora de la cita, presione el botón “**Schedule Appointment**” y usted verá lo siguiente:

Schedule Appointment

Schedule Group Appointment
Group Scheduling Request
Group Request History
Provide Feedback
Update Profile
Logout

APPOINTMENT CONFIRMATION

To email the confirmation page as a PDF attachment, please enter your email address in the text box below and click on the "Email Appointment Confirmation" link below. You may send the appointment confirmation to more than one email address.

Email ID:

[Email Appointment Confirmation](#) [Download Appointment Calendar](#) [Printable Version](#)

Appointment Made By: Coffman, Steve
Number of Applicants: 2

GROUP APPLICANTS DETAIL

Applicant Name:	Bologna, Joe
Passport Number:	A1234567
DS-160 Confirmation Number:	AA12345678
Applicant Name:	Bologna, Josephine
Passport Number:	A12345678
DS-160 Confirmation Number:	AA23456789

U.S. EMBASSY DETAILS

U.S. Embassy: ACOCA
Address: Consular Section No. 1370th 10th Road, Cantonments, ARIK.

APPOINTMENT DETAILS

Visa Class: BE
Visa Category: All Others
Visa Priority: Group
Appointment Date: Friday February 24, 2012

DOCUMENT DELIVERY INFORMATION:

All returned documents will be sent to the address selected or entered below. If you select home or office delivery, someone must be present when the courier comes to deliver your passport. For timely delivery of documents, please ensure that all data is entered accurately.

MY FEE PAYMENTS

Bologna, Joe	Receipt Number: 1234567	\$140
Bologna, Josephine	Receipt Number: 2345678	\$140

Instructions

You are not allowed to enter the U.S. Embassy or Consulate General while carrying any of the following items: battery-powered or electronic devices such as mobile phones, digital cameras, digital watches, pagers, cameras, audio/video cassette, compact disc, MP3, floppy disks, hardisk, or portable music players; large objects like luggage - only bags that can be carried by hand will be permitted; sealed envelopes or packages; cigarettes, cigars, match boxes, lighters; sharp objects such as scissors, pen knives or nail files; weapons or explosive materials of any kind. This list is not exhaustive. Other items may be prohibited at the discretion of security staff. There is no facility at the Embassy/Consulate General to store prohibited items. You must make arrangements to store these items before you enter the Embassy/Consulate General. Due to security considerations, there is no refreshment service for walk-in visitors at the Embassy or the Consulate General. Only visa applicants with scheduled interviews will be admitted into the Embassy/Consulate General.

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Ahora, usted podrá enviarse la confirmación de su cita por correo electrónico, la podrá descargar a su calendario personal o podrá imprimirla según el botón que oprima.

Nota: Si necesita cambiar el idioma de la información en pantalla, usted puede hacerlo en la parte superior derecha de su pantalla.

